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U. S. DEPARTMENT OF AGRICULTURE

How Your Library Serves You . . .

The National Agricultural Library offers you personal service provided by a staff of librarians trained to fill your information needs from the world's most extensive collection of agricultural publications. Books, journals, pamphlets, and other published works on agriculture and its related sciences from all parts of the world are available to Department employees, to individuals and agencies engaged in agricultural research, and to all who are seriously interested in any facet of agriculture. The staff is ready to answer your questions, to help you locate material, and to verify references.

In its national capacity the Library provides its services to the country's varied research functions by bringing together the recorded knowledge in specific fields and the people to whom it is essential. Service is provided from the main Library and the Beltsville, Law, and Bee Culture Branches.

HISTORY

The need for a library was recognized in 1862 by the first Commissioner of Agriculture, who included in his program for the new Department the establishment of an agricultural library. It was designated the National Agricultural Library, in recognition of its traditional responsibilities, by the Secretary of Agriculture on March 23, 1962.

BOOK COLLECTION

In 50 different languages from over 200 countries come the journals, pamphlets, books, and reports which form

the resources of the Library. These 1,212,000 volumes are as varied as the needs of the Department. Many are concerned with highly technical and scientific phases of agriculture and allied sciences, including botany, chemistry, animal industry, veterinary medicine, biology, agricultural engineering, rural sociology, forestry, entomology, law, food and nutrition, soils and fertilizers, and the culture, marketing, transportation, and other economic aspects of agricultural products.

CARD CATALOG

The key to the publications in the National Agricultural Library is the card catalog, containing 2,000,000 author, subject, and title cards in one alphabetical file.

Supplementing the card catalog are bibliographies, abstract journals, and indexes to the literature, such as the Bibliography of Agriculture. These supplements are used to identify periodical articles, as well as bulletins and circulars.

SERVICES

The Library provides individual loan, interlibrary loan, reference, photocopy, and bibliographic services. Loan requests may be made in person, by mail, or by telephone. The Library also provides limited routing of journals. It houses and handles the Department of Agriculture Graduate School Reserve Collection.

Individual Loans. Publications are loaned directly to Department and field

employees. Bound volumes are loaned for 30 days, with privilege of renewal; unbound publications, for 7 days. Requests for loans should be made on the Library's request slip, form AD-245.

Interlibrary Loans. Publications which are not in the Library's collection but are needed by Department employees for their official work are borrowed from other libraries when possible. The National Agricultural Library will lend certain of its publications to other libraries for the use of their patrons.

Reference. Reference librarians are available to help readers use the card catalog, book collection, and other resources of the Library; to locate factual data and specific titles in the Library or in other libraries; to verify references; and to answer other reference questions.

Photocopy. Photoprint and microfilm service is available from the main Library for material in the Library's collection. Prices and instructions for ordering may be obtained from the Photoduplication Section and are listed in the Bibliography of Agriculture. Requests should be made on form LF-607.

Bibliographies. The monthly Bibliography of Agriculture is an index to the world's agricultural literature received in the National Agricultural Library. A limited number are sent without cost to



Department offices and public institutions; it may be borrowed from or used in the Library; or it may be purchased from the Government Printing Office.

Bibliographies on special subjects are compiled as staff time permits. Some are published as Library Lists and some as Miscellaneous Publications.

Journal Routing. Responsibility for the routing of current journals is divided between the agencies and the Library under conditions specified in Title 2 of the Department's Regulations. Information on this service may be obtained from Agency-Library Liaison Officers and from the Division of Lending.

Graduate School Reserve Collection. A collection of publications for the Department of Agriculture Graduate School is shelved in and serviced by the main Library. Publications in this collection not in use by the School are available to Department employees.

Agency Services to Field Staff

In addition to the Library's services, which are available to all Washington and field employees of the Department, the Agricultural Research Service and the Forest Service provide special library assistance to their research staffs in the field. Information about these special libraries may be obtained from the Agency-Library Liaison Officers or from the Division of Field Services.

LIBRARY HOURS

All sections of the National Agricultural Library are open to the general public, Monday - Friday, 9 a.m. - 5:30 p.m., unless otherwise noted. They are closed on Saturdays, Sundays, and legal holidays.

Room & Telephone* Number

MAIN LIBRARY, South Building

Director's Office. Room 1051. Ext. 6008 or DUDley 8-6008.

Lending Services. Room 1052. Ext. 5304 or DUDley 8-5304.

Photoduplication Section. Room 1052. Ext. 6880 or DUDley 8-6880.

Reference Services. Main Reading Room. Room 1052. Ext. 3434 or DUDley 8-3434. Hours: 8:45 a.m. - 6:00 p.m.

Statistics. Room 1420. Ext. 3961 or DUDley 8-3961.

Tours. Room 1420. Ext. 3961 or DUDley 8-3961.

Book and Journal Purchasing. Room 1515. Ext. 3141 or DUDley 8-3141.

BRANCH LIBRARIES

Law Branch. Room 2016 S. Bldg. Ext. 7751 or DUDley 8-7751.

Legislative Histories. Room 117 East Wing, Admin. Bldg. Ext. 4654 or DUDley 8-4654.

Bee Culture Branch. Room 210, Bldg. A, Agricultural Research Center, Beltsville, Maryland. Ext. 82-291 or GRanite 4-4800, Ext. 291. Hours: 8:00 a.m. - 4:30 p.m.

Beltsville Branch. Third Floor, Admin. Bldg., Plant Industry Station, Beltsville, Maryland. Ext. 85-618 or GRanite 4-6500, Ext. 618. Hours: 8:00 a.m. - 4:30 p.m.

*Government Code 111

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